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ABSTRACT

This Human Resource Development Plan represents an effort to systematize human resources and personnel development at Mid-Plains Community College Area (MPCCA). The need for creating such a plan was specifically cited by North Central consultant evaluators, and a Human Resources Development (HRD) Steering Committee was established in spring 1994 to respond to the problem. The plan's introduction lists the members of the HRD Committee, and the following section provides its goals and a glossary of significant concepts. The staff development program's mission, to manage and develop the institution's human resources, is detailed. The plan identifies the HRD conceptual framework and provides worksheets to assess institutional effectiveness. The job description for the director of human resources is also included. Sources of funding and administration of the fund are discussed, as are criteria for HRD funding and categories of HRD activities. The committee developed a system to evaluate personnel and track HRD development activities, and copies of these tracking forms are provided at the end of the report. (Appendices contain committee minutes, the salary schedule agreement, and hiring guidelines.) (YKH)

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ED 420 352

Mid-Plains Community College Area

Human Resource Development Plan

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MPCCA Human Resource Development Plan

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INTRODUCTION

The plan which appears on the following pages represents an initial effort to systematize human resource/personnel development at MPCCA. The need for creating such a plan was specifically cited by North Central consultant evaluators in 1986 and again 1991.

A Human Resources Development (HRD) Steering Committee was established in the spring of 1994 to address the problem. Members of this group have incorporated currently existing and new components of HRD in the development of a systematic plan.

Current members of the HRD Committee are as follows:

1 From **Mid-Plains Area Office**

Joan Ryan - HRD Director
Ford Craig - Director of Institutional Research
Marvin Arensdorf - Dean of Administrative Services
Sharon Brown - Purchasing Manager

2. **MPCC - McDonald-Belton Campus**

Janis Ridnour - Dean of Instruction
Steve Owen - Political Science Instructor
Cinda Falls - Accounting Manager

3. **McCook Community College**

Dr. Jo Keeler - Acting Campus Dean
Tom Meyer - Economics Instructor
Mike Hartwell - Physical Plant Director

4. **MPCC - Voc-Tech Campus**

Ken Aten - Dean of Vocational Instruction
Russ Berggren - Diesel Instructor
Ron Axtell - Physical Plant Director

DEFINITION AND PROCESS GOALS

Members of the HRD Steering Committee accomplished the following foundational steps necessary to the establishment of meaningful and systematic plan:

1. The plan, from the onset, derived its purpose from portions of the MPCCA Mission Statement.

2. A clear definition of HRD was established and approved by members of the committee.

3. Four process goals (one for Board Members, one for administrators, one for faculty and one for classified staff) were developed and approved. These goals flow from Area Goal seven (7) in the MPCCA Mission Statement.

The definition and goals section follows.

MID-PLAINS COMMUNITY COLLEGE AREA
STAFF DEVELOPMENT PROGRAM

MISSION: **The mission of Mid-Plains Community College Area (MPCCA) is to provide the best possible educational opportunities.**

ROLE AND MISSION GOAL: (7) To provide for the management/development of the institution's human resources, etc.

DEFINITION: We define human resource development as a comprehensive program of educational and personal experiences that contribute to an individual's competency and satisfaction in his or her position.

PROCESS GOALS OF MID-PLAINS COMMUNITY COLLEGE AREA HRD PROGRAM:

1. To encourage and assist members of the MPCCA Governing Board to participate in Development Activities that will provide enhanced Boardsmanship.

2. To encourage and assist members of the MPCCA administration to participate in professional development activities that will improve their currency of knowledge and skills in administration.

3. To encourage and assist members of the MPCCA faculty to participate in professional development activities that will improve their currency of knowledge and skills in their professional fields and teaching disciplines.

4. To encourage and assist members of MPCCA classified staff to participate in professional development activities that will enhance their professional job skills.

CONCLUSION: Through this means, the Area will endeavor to meet the professional and personal needs of the Board members and employees who serve our students.

HRD: CONCEPTUAL FRAMEWORK

Once the Mission Statement goal (number 7) was developed and the four related process goals were drafted, a conceptual framework matrix (see next page) was adopted in order to systematize thinking about the HRD function. To determine the utility of the matrix, members of the HRD Steering Committee identified a wide range of developmental activities for Board members, administrators, faculty, and classified staff (time-frame FY 1993-94). Once identified, the development activities were grouped, summarized, and plotted on the conceptual framework matrix. Samples of completed pages for Board, administrators, faculty, and classified staff can be found immediately after the matrix pages (next page).

PLANNING WORKSHEET FOR ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS

Planning Unit_____ Person Responsible_____ Date_____

Process Goal or Unit Objective	Relation to Inst. Goal	Expected Outcomes	Activities to Accomplish **Goal or Objective**	Est. Cost	Evaluation Process

PLANNING WORK SHEET FOR ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS--**BOARD**

Planning Unit--Human Resource Development Person Responsible_____ Date--**Spring 1994**

Process Goal	Relation to Inst. Goal	Expected Outcomes	Activities to Reach Goal	Resources Available	Evaluation Process
1. To encourage and assist members of the MPCCA Board in Board development activities. **BUDGETED AMOUNTS** **(1)Chancellor's Budget:** **1993-1994--$ 15,000*** ***Covers Board members, area office administrators, and area office support staff.**	**7. "To provide for the management of the institution's human resources..."**	**Enhanced boardsmanship.** ********** **Enhanced boardsmanship.** ********** **Enhanced boardsmanship.** ********** **Enhanced boardmanship.** ********** **Enhanced boardsmanship.** ********** **Enhanced boardsmanship.** **********	**NCCA Legislative Seminar.** ********** **ACCT Western Regional Conference.** ********** **ACCT Convention.** ********** **ACCT Legislative Seminar.** ********** **NSBA meeting.** ********** **Teleconferences.** **********	**Chancellor's Travel account(1).**	**Frequency count and distribution of Board members attending; evaluation form completed by Board member.**

PLANNING WORK SHEET FOR ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS--**ADMINISTRATORS**

Planning Unit--Human Resource Development Person Responsible_____ Date--**Spring 1994**

Process Goal	Relation to Inst. Goal	Expected Outcomes	Activities to Reach Goal	Resources Available	Evaluation Process
2. To encourage and assist members of the MPCCA administration to participate in professional development activities of a high quality that will improve the currency of their administrative knowledge and abilities. **BUDGETED AMOUNTS** **(1)McCook Campus:** **1993-1994--$ 6,500** **(1)Voc-Tech Campus:** **1993-1994--$ 4,000** **(1)Mc-B. Campus:** **1993-1994--$ 6,635** **(2)Chancellor's Budget:** **1993-1994--$ See the Work Sheet for "Faculty".**	**7. "To provide for the management of the institution's human resources..."**	**Improve currency of knowledge and skills in administration.** **Improve currency of knowledge and skills in administration.** ********** **Improve currency of knowledge and skills in administration.** ********** **Improve currency of knowledge and skills in administration.** ********** **Improve currency of knowledge and skills in administration.** ********** **Improve currency of knowledge and skills in administration.** ********** **Improve currency of knowledge and skills in administration.** ********** **Improve currency of knowledge and skills in administration.** ********** **Improve currency of knowledge and skills in administration.** ********** **Improve currency of knowledge and skills in administration.**	**Professional meetings' (general) attendance.** **Professional meetings (administrative area specific--example: Dean's Academy.)** ********** **Graduate course or courses.** ********** **Undergraduate course or courses.** ********** **Seminar.** ********** **Continuing education (not for credit).** ********** **MPCCA sponsored in-service.** ********** **Articulation conference.** ********** **Conferences and Teleconferences.** ********** **Other.**	**Presidents' or Deans' Travel, Conference Expense, and Prof. Develop. accounts.(1)** ********** **Chancellor's Fringe Benefits Accounts.(2)** ********** **Chancellor's Fringe Benefits Accounts.(2)** ********** **Presidents' or Deans' Travel, Conference Expense, and Prof. Develop. accounts.(1)**	**Percent of administrators attending; evaluation form completed by administrator.** ********** **Percent of administrators attending; evaluation form completed by administrator.** ********** **Percent of administrators attending; evaluation form completed by administrator.** ********** **Percent of administrators attending; evaluation form completed by administrator.** ********** **Percent of administrators attending; evaluation form completed by administrator.** ********** **Percent of administrators attending; evaluation form completed by administrator.** ********** **Percent of administrators attending; evaluation form completed by administrator.** ********** **Percent of administrators attending; evaluation form completed by administrator.**

PLANNING WORK SHEET FOR ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS--**FACULTY**

Planning Unit--Human Resource Development Person Responsible_____ Date--**Spring 1994**

Process Goal	Relation to Inst. Goal	Expected Outcomes	Activities to Reach Goal	Resources Available	Evaluation Process
3. To encourage and assist members of the MPCCA faculty to participate in professional development activities of a high quality that will improve the currency of their knowledge and skills in their discipline and professional fields.	**7. "To provide for the management of the institution's human resources..."**	**Improve currency of knowledge and skills in professional field.**	**Professional meetings' (general) attendance.**	**Presidents' or Deans' Travel, Conference Expense, and Prof. Develop. accounts.(1)**	**Per cent of faculty attending; evaluation form completed by faculty member.**
		Improve currency of knowledge and skills in faculty member's teaching discipline.	**Professional Association (subject matter specific) attendance.**		**Per cent of faculty attending; evaluation form completed by faculty member.**
		**********	**********	**********	**********
		Improve currency of knowledge and skills in professional field.	**Undergraduate class outside of one's classroom specialty.**	**Chancellor's Fringe Benefits Accounts.(2)**	**Per cent of faculty attending; evaluation form completed by faculty member.**
		Improve currency of knowledge and skills in faculty member's teaching discipline.	**Undergraduate class related to classroom specialty.**		**Per cent of faculty attending; evaluation form completed by faculty member.**
BUDGETED AMOUNTS		**********	**********	**********	**********
(1)McCook Campus **President's Cost Center:** **1993-1994--$ -0-** **Dean's Cost Center:** **1993-1994--$ 5,675**		**Improve currency of knowledge and skills in professional field.**	**Graduate course outside of one's classroom specialty.**	**Chancellor's Fringe Benefits Accounts.(2)**	**Per cent of faculty attending; evaluation form completed by faculty member.**
		Improve currency of knowledge and skills in faculty member's teaching discipline.	**Graduate class related to classroom specialty.**		**Per cent of faculty attending; evaluation form completed by faculty member.**
		**********	**********	**********	**********
(1)Voc-Tech Campus **President's Cost Center:** **1993-1994--$ -0-** **Dean's Cost Center:** **1993-1994--$ 5,000**		**Improve currency of knowledge and skills in professional field.**	**Seminar outside of one's classroom specialty.**	**Presidents' or Deans' Travel, Conference Expense, and Prof. Develop. accounts.(1)**	**Per cent of faculty attending; evaluation form completed by faculty member.**
		Improve currency of knowledge and skills in faculty member's teaching discipline.	**Seminar related to one's classroom specialty.**		**Per cent of faculty attending; evaluation form completed by faculty member.**
(1)Mc-B. Campus **President's Cost Center:** **1993-1994--$ 7,000** **Dean's Cost Center:** **1993-1994--$ -0-**		**********	**********	**********	**********
		Improve currency of knowledge and skills in professional field.	**Continuing education (not for credit) course outside one's classroom specialty.**	**Presidents' or Deans' Travel, Conference Expense, and Prof. Develop. accounts.(1)**	**Per cent of faculty attending; evaluation form completed by faculty member.**
		Improve currency of knowledge and skills in faculty member's teaching discipline.	**Continuing education (not for credit) course related to one's classroom specialty.**		**Per cent of faculty attending; evaluation form completed by faculty member.**
(2)Chancellor's Cost Center: (Actual Exp.) **1989-90--$ 3,275** **1990-91-- 13,978** **1991-92-- 12,483** **1992-93-- 14,374** **1993-94-- 3,986*** ***As of 3-31-94**		**********	**********	**********	**********
		Improve currency of knowledge and skills in professional field.	**MPCCA sponsored in-service.**	**Presidents' or Deans' Travel, Conference Expense, and Prof. Develop. accounts.(1)**	**Per cent of faculty attending; evaluation form completed by faculty member.**
		Improve currency of knowledge and skills in faculty member's teaching discipline.	**Articulation conferences.** **Teleconferences** **Other**		**Per cent of faculty attending; evaluation form completed by faculty member.**

BEST COPY AVAILABLE

PLANNING WORK SHEET FOR ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS--**STAFF**

Planning Unit--Human Resource Development Person Responsible_____ Date--**Spring 1994**

Process Goal	Relation to Inst. Goal	Expected Outcomes	Activities to Reach Goal	Resources Available	Evaluation Process
4. To encourage and assist members of the MPCCA support staff to participate in quality professional development activities that will enhance their job skills. **BUDGETED AMOUNTS** **(1)McCook Campus:** **1993-1994--$ 1,000** **(1)Voc-Tech Campus:** **1993-1994--$ 2,544** **(1)Mc-B. Campus:** **1993-1994--$ 1,500** **(2)Chancellor's Budget:** **1993-1994--$ See the Work Sheet for "Faculty".**	**7. "To provide for the management of the institution's human resources..."** 15	**Enhancement of professional and/or job skills.** ********** **Enhancement of professional and/or job skills.** ********** **Enhancement of professional and/or job skills.** ********** **Enhancement of professional and/or job skills.** ********** **Enhancement of professional and/or job skills.** ********** **Enhancement of professional and/or job skills.** ********** **Enhancement of professional and/or job skills.** **********	**Conferences/Teleconferences/ Meetings.** ********** **Graduate course or courses.** ********** **Undergraduate course or courses.** ********** **Seminar.** ********** **Continuing education (not for credit).** ********** **MPCCA sponsored in-service.** ********** **Other.** **********	**Presidents' Travel accounts.(1)** ********** **Chancellor's Fringe Benefits Accounts.(2)** ********** **Chancellor's Fringe Benefits Accounts.(2)** ********** **Presidents' Travel accounts.(1)**	**Percent of classified staff attending; evaluation form completed by staff member.** ********** **Percent of classified staff attending; evaluation form completed by staff member.** ********** **Percent of classified staff attending; evaluation form completed by staff member.** ********** **Percent of classified staff attending; evaluation form completed by staff member.** ********** **Percent of classified staff attending; evaluation form completed by staff member.** ********** **Percent of classified staff attending; evaluation form completed by staff member.** ********** **Percent of classified staff attending; evaluation form completed by staff member.** ********** 16

THE POSITION OF HRD DIRECTOR

In the early stages of the MPCCA HRD effort, it became apparent that not only a plan was needed but also an individual to administer the plan. To that end (1) a recommendation for such a position was established in the NCA Focus Visit Document; (2) the Chancellor carried the recommendation to the MPCCA Board; and (3) the Board, on 12/21/94, took action so that a Director of Human Resources would, in a reasonable amount of time, become a reality. On September 27, 1995 the MPCCA Board officially hired an HRD Director. A copy of the position description for this individual appears on the next two pages.

MID-PLAINS COMMUNITY COLLEGE AREA

Director, Human Resources

The Director of Human Resources shall be responsible to the Dean of Administrative Services for providing administrative leadership in all aspects of human resources for the Area.

Specific Responsibilities:

1. Serve as Affirmative Action Officer; develop and administer the college affirmative action, sexual harassment and related policies and programs to ensure compliance with federal, state and district regulations.

2. Develop and direct the process of applicant recruiting, testing, screening, interview coordination and candidate notification, ensuring the compliance of affirmative action policies and programs.

3. Develop and recommend human resource policies, procedures and programs to meet the needs of the college and establish/conduct orientation and testing programs.

4. Serve as the college's benefit officer, providing information to staff and other agencies regarding leave, insurance and retirement plans. Manage the maintenance of leave records of all eligible employees.

5. Initiate the preparation of employment contracts and notices of salary adjustments to authorize salary payments to payroll.

6. Responsible for the official employee personnel records for all college staff (excluding student workers) ensuring legality of materials placed into files and protecting the confidential nature of certain materials in the files.

7. Work closely with management in the evaluation, promotion, assignment, transfer and when necessary, dismissal or layoff of classified staff. Prepare disciplinary, dismissal layoff notices, and other personnel actions as requested.

8. Provide information and counsel to management and employees on a wide variety of human resource activities including interpretation and administration of state and institution rules, policies and procedures, layoff procedures, salary administration, recruitment and placement, training and employee benefits.

9. Assure the implementation of effective procedures for evaluation of administrative/exempt and classified personnel.

10. Prepare salary and benefits for inclusion in a total budget.

11. Prepare reports, contracts and other materials related to area of responsibility for the Board of Governors, management, state and federal agencies on a timely basis.

12. Update job requirements and job descriptions for all positions within the Fair Labor Standard Act (FLSA), law and system policy.

13. Serve as the designated "ADA Coordinator" for employment functions and coordinate the Family Medical Leave Act legislation.

14. Serve as the designated "Return to Work" coordinator for implementating the Return to Work legislation and assist in determining "reasonable accommodation" application.

15. Coordinate ongoing review of system policies and ensure accuracy in their scope and application.

16. Upon request, conduct classified position reviews by auditing work assignments and make allocation of appropriate job classifications.

17. Represent the institution on unemployment compensation matters

18. Represent the institution at meetings, both on and off campus, regarding areas of responsibility.

19. Serve as an ex officio member of the Area Institutional Services Committee (safety affairs).

20. Supervise staff in human resources office.

21. Develop and maintain an employee handbook for the Area.

22. Perform related duties as assigned.

The Human Resources Director will be located at the Mid-Plains Area Office.

Minimum Qualifications:
Bachelors Degree in Human Resource Management or Personnel or related field with at least one (1) year as an administrator in the area.

Desirable Qualifications:
Masters Degree in Human Resource Management or related field. Administrative experience as a personnel director or human resource manager. Bilingual (Spanish/English) and knowledge/application of different cultures.

SOURCES OF FUNDING, CRITERIA FOR HRD FUNDING, CATEGORIES OF HRD ACTIVITIES, TRACKING, FORMS, AND PERSONNEL EVALUATION

The HRD committee reached consensus on the following plan components:

Sources of Funding

The Chancellor and members of the HRD Steering Committee agreed that present levels of funding which are apportioned to each campus site would be maintained. Furthermore, the Chancellor proposed that additional funding for enhanced development* activities be secured as per the following proposed policy: "In an effort to support the employees and Board members of the Mid-Plains Community College Area beyond the normal travel/training expenditure, a new cost center designated by the** Chancellor's office and placed under the direction of the*** Human Resource Director, to include, on a funds available basis at a comparable level up to one percent (1%) of the Area instructional budget requirement restricted for human resource development."

Criteria for HRD Funding

An HRD subgroup developed basic criteria statements for HRD funding. They are as follows:

1. **Employee Criteria:**

   Eligible employees are full-time faculty and staff (classified and administrative) who have worked for the MPCCA for at least one year. Employees may be allowed to participate in training/education while a paid employee of the MPCCA. Area Board members will also qualify.

***MPCCA "Enhanced Development" -- A Working Definition**

The intent of the MPCCA ***enhanced development*** pool of dollars is to provide for professional development experiences that will **clearly be of benefit** to the **Area**. Two examples may help to illustrate. In the past year, software/network technicians from MCC and from MPCC attended a week of intensive training on new student records computer software. The student records software, when implemented, will be Area-wide in application. Funds from the ***enhanced development*** pool were used to facilitate this activity. Similarly, ***enhanced development*** dollars might be used to send faculty members and/or administrators to visit another college or university to better understand some particular type of student assessment measure (ex. portfolio) that could be used Area-wide.

****Additional information appears under (8) "Review Panel" on the following page.**

****As of January 1, 1998 all references to the position of Chancellor are to be changed to and understood as "President."**

2. **Topic Criteria**:

Selection for appropriate training or education events may be justified if training or education satisfies one or more of the following criteria:

* It meets the needs of the students;

* It meets the needs of the employee/Board member related first to duties and second to HRD development;

* It meets the needs of the program/department/college/Area.

3. **Provider Criteria**:

Credit classes or seminars can be taken from an accredited two-year or four-year institution, professional organization, or industry.

4. **Fund Usage Criteria**:

Development funds may be awarded for any or all of the following expenses:

* Tuition and/or registration fees

* Reference materials

* Travel

* Lodging and meals.

5. **Administration of the Fund**: **HRD Director and Review Panel**

The enhanced development fund is to be administered according to the following guidelines:

*For funding requests of $1,000.00 dollars or less (per activity), the decision to approve or not to approve the request will be made by the HRD Director (in consultation with the Dean of Administrative Services and the Chancellor if needed).

*For funding requests in excess of 1,000.00 (per activity), the decision to approve a request will be made by the HRD Director after having formally consulted with an **Enhanced Development Fund Advisory Review Panel**. Members of the **Panel** shall include the Dean of Administrative Services, the MPCC Dean of Academic Instruction, the MPCC Dean of Vocational Instruction, the MCC Campus Dean, and the **President,**

Suggested Categories of HRD Activities

Board

A. MPCCA Sponsored In-service: Fall, Spring

B. MPCCA Sponsored Activities:

* Graduation/Commencement Exercises
* GED Graduation
* MLT Graduation

C. Professional Meetings

* NCCA Activities
* NCCA Legislative Session
* ACCT Western Regional
* ACCT National

D. Seminars/Workshops

* Board Retreat
* Board Workshop.

E. Volunteer Activities/Efforts

F. Other

Administration

A. MPCCA Sponsored In-service: Fall, Spring

B. Professional Meetings: General, Specific (Specific Meeting - NCA, AACC, etc.)

C. Seminars/Workshops

D. Credit Classes: Undergraduate, Graduate

E. Volunteer Activities/Efforts

F. Other

* Faculty

A. MPCCA Sponsored In-Service: Fall, Spring

B. Professional Meetings: General, Specific (Example of Specific Meeting - National Council of Teachers of English.)

C. Seminars/Workshops

D. Credit Classes: Undergraduate, Graduate

E. Work-Related Experience

* External (non self-employed, 20 working days per month)

* Self-employed (non-teaching contract days only, 20 working days per month)

F. Volunteer Activities/Efforts

G. Development of new course offerings.

H. Other

*For detailed information regarding how many and which of these activities/events can be used for salary adjustments, please refer to **Appendix B** (for MPEA) and **Appendix C** (for MPVEA) in this MPCCA HRD PLAN.

Classified Staff

A. MPCCA Sponsored In-service: Fall, Spring

B. Professional Meetings: General, Specific (example of specific - custodial school, etc.)

C. Seminars/Workshops

D. Credit Classes: Undergraduate, Graduate

E. Volunteer Activities/Efforts

F. Other

Tracking and Forms for Tracking

The HRD committee developed a set of forms in order to track *most, if not all, HRD development activities/events. This involved (1) a conceptualization of how MPCCA Board and employees interact with the system prior to, during, and after an HRD event; and (2) upgrading existing MPCCA forms and creating several new ones - order to facilitate better documentation. Copies of the forms appear in this document beginning on page 20 with Form 0001.

HRD and Personnel Evaluation

After considerable discussion over a period of several months, the HRD committee reached consensus on the following points concerning HRD and its relationship to personnel evaluation systems:

1. Classified staff, full-time faculty, and administrative evaluations should include consideration and documentation of development activities.

***There may be occasional and/or special situations and circumstances where HRD Forms, in a practical sense, cannot be used. However, from the start, it has been the intention of HRD Committee members to design a set of forms that could be used throughout MPCCA to facilitate and improve, in a more comprehensive sense, documentation of HRD activities. The HRD Committee will continue to refine the documentation process as needed.**

2. A review of evaluation procedures for classified staff, full and part-time faculty, and administrative staff needs to be completed prior to the 1998-99 NCA Comprehensive Visit. **Therefore, at the time each of these procedures/processes is reviewed, the necessary connection to this current MPCCA HRD Plan can be accomplished by those in charge of the review.**

MPCCA HRD FORMS

In General

Forms 0001 through 0003 are carefully revised versions of earlier forms used throughout MPCCA. Forms 0004 through 0008 are, by and large, newly created forms intended to fulfill additional working and documentation needs throughout MPCCA.

Members of the HRD Committee spent a considerable amount of time creating , discussing, revising, and tailoring the forms to accommodate a wide range of applications/situations. However, HRD committee members also are **very** aware that (1) the forms are not perfect; (2) on occasion, situations may arise where the forms may not apply or cannot, in a practical sense, be used; (3) the usefulness of the forms will need to be monitored, and the forms will need to be revised; (4) the forms will do a better job of documentation (if an earnest effort is made to use them), but they **will require more time** to use and to process.

Processing Time: Guideline

For the system of **forms** to be most effective in a multi-campus operation, it is very important that administrators at the **campus level** communicate promptly with appropriate **Area Office** administrators; and in turn, **Area Office** administrators with those at each **campus location**. This is ***especially so*** with any type of request that is perceived as being beyond the routine or the norm. For the present, members of the HRD Committee have agreed upon the following guideline for processing of the forms:

- Once the appropriate campus level administrator has signed the relevant (correct) form, he or she will assume that the form is approved unless he or she receives notification to the contrary from the appropriate Area Office administrator within ***three*** (3) working days.

MPCCA Form 0001

Mid-Plains Community College Area

Leave Request

Name_____ Position_____ Date_____

Dates absent_____

Time of absence_____ No of Hours_____

Reasons for absence (or see attached)_____

_____

Class arrangements/shift coverage (no class changes or notice to students prior to approval - except for sick leave)

_____

_____

NOTE: As a result of the Family Medical Leave Act (1993), you have the option to choose your leave with pay or without pay.

Type of Absence

1.____Sick Leave

2.____Bereavement Leave

3.____Professioaal Leave (***see below**)

4.____Vacation

5.____Military Leave

6.____Personal Leave

7.____Jury Duty

8.____Other

Leave with pay_____ **Leave without pay**_____

_____
Employee Signature

_____

APPROVAL

SIGNATURES - SUPERVISORY LEVEL

Approval Recommendation

_____Dept./Div** ____approved____not approved

_____Dean ____with pay ____without pay ____not approved

_____HRD ____with pay ____without pay ____not approved

_____President*** ____with pay ____without pay ____not approved

***For processing and documentation of professional development activities, please complete, *as appropriate*, forms 0002, 0003, 0004, 0005 and 0006; if no dollars are required and no horizontal movement on the salary schedule (for faculty -see form 0005) is anticipated, then, only form 0004 is to be completed after the professional development activity.**

****Per campus requirements.**

*****President's signature required on administrators and administrative exempt.**

Approved/Not Approved Copy To: HRD (White), Payroll (Canary), Campus (Pink), Employee (Goldenrod)

MPCCA Form 0002

Mid-Plains Community College Area

Request for Travel* Pre-Approval and Advance Allowances

*Form 0002 may also be used as a pre-approval form for HRD activities not requiring travel. To document completion of non-travel related professional development activities, form 0004 must be filled out and submitted to the designated administrators.

Location (Please Circle One) AO McB VT MCC

(Please chk.) College Business___ Development___ Horizontal Salary Advance**___Enhanced Devlp.___

**Must also complete form 0005

Purpose of Activity_____

Destination_____

Date (s) of Activity_____

Registration Fees: Company_____

(Complete a requisition to obtain check to provider)

Mode of Transportation:

*College Vehicle*_____(Must make arrangements with Physical Plant Office)

Privately Owned Vehicle (POV)

Estimated Miles_____@_____per mile _____

(Board Policy Manual Section 7134...A college vehicle is to be used or other commercial transportation prior to the use of a POV or whichever is less expensive.)

*Airfare*_____ Travel Agency_____

(Complete a requisition to obtain P. O. to provider.)

Other _____ Explain_____ _____

Lodging Expense: Motel/Hotel_____

(Complete a requisition and secure a P.O. number prior to making reservation.)

Estimated Meal Expense:_____ _____

Other Expenses:_____ _____

_____ _____

Total Estimated Expenses $_____

Number of Employees Participating _____

Number of Students Participating _____

ACCOUNT NUMBER :_____

PRINT NAME _____ _____

Name of person requesting check — Date

_____ _____

Administrative Approval — Date

Copy to: Purchasing (White), Physical Plant (Canary), Campus (Pink), Employee (Goldenrod)

MPCCA Form 0003
Revised 7/98

Mid-Plains Community College Area
Declaration of Actual Expense

Location (Please Circle One) AO McB VT MCC

(Please chk.) College Business __ Development* __ Horizontal Salary Advance* __ Enhanced Develp.* __
* Must also complete form 0004

Name _____

Purpose of Activity _____

Destination _____

Date (s) of Activity _____

	Amount Paid by Employee	Amount Paid by College	Amount College Credit Card	Total
1. Mileage Miles ____ per mile ____				
2. Gasoline				
3. Airfare				
4. College Car or Rental Car				
5. Ground Transportation and Parking				
6. Employee Meals				
7. Meals purchased for others				
8. Single Lodging ___ Nights at $ ____				
9. Single Lodging ___ Nights at $ ____				
10. Phone Calls				
11. Registration				
12. Other				
Total				
Cash Advance (Check # _____)				
Balance Due Individual				
Balance Due Area				

Number of Employees Participated _____
Number of Students Participated _____

ACCOUNT NUMBERS: _____ $ _____
_____ $ _____

_____ _____
Employee **(Date)**

_____ _____
Administrative Approval **(Date)**

Copy To: **Purchasing (White), Dean of Admin. Serv. (Canary), Campus (Pink), Employee (Goldenrod)**

MPCCA Form 0004

Mid-Plains Community College Area

Professional Development Activity Report Summary

Location (Please Circle One) AO McB VT MCC

Please Check: Board_____ Classified Staff_____ Faculty_____ Admin._____

Name_____ Date Submitted_____

Activity_____

TYPE OF PROFESSIONAL GROWTH - In relation to position

Check One:

Note: faculty who intend to seek approval for *salary adjustments* as a result of one of these professional development activities must complete form 0005 and have it approved by the appropriate administrator. *Per MPEA and MPVEA negotiated agreements.

_____Earned credit from college or university

_____faculty tuition reimbursement (Please complete form 0006)

_____MPCCA employee tuition waiver

_____Field work or clinical experience

_____Participation in conference, seminar, or workshop

_____Travel experience related to instruction areas

_____Independent research and development activity

_____Sabbatical

_____Volunteer (specify)_____

_____Other (specify)_____

SUMMARY INFORMATION

1. **How satisfied were you with this activity/experience?**

___Very Dissatisfied ___Dissatisfied ___Somewhat Satisfied ___ Satisfied ___Very Satisfied

Comments:_____

_____

2. **TOTAL COMPLETED:** *Semester Credit Hours* (or equivalent)_____ *Contact Hours*_____N/A___

3. **TOTAL ACTUAL COST TO MPCCA FOR THIS ACTIVITY:** *_____

***To include prepaid expenses (i.e. registration, lodging, travel, etc.) plus any actual additional from Form 0003**

4. **ATTACH DOCUMENTATION OF SUCCESSFUL COMPLETION/PARTICIPATION. PROVIDE *GRADE REPORT* FOR COLLEGE/UNIVERSITY CREDIT.**

****

_____ _____

Employee Signature Date

_____ _____

Administrator/Supervisor Signature Date

_____ _____ *Copy to Personnel File*

Human Resource Director Signature Date

Copy To: HRD (White), Inst. Research (Canary), Campus (Pink), Employee (Goldenrod)

MPCCA Form 0005

Mid-Plains Community College Area

Faculty Horizontal Movement (salary schedule/salary adjustment) Pre-Approval Form

NOTE: This form (0005) must be completed prior to any course or other development activity that will contribute to (a) movement on the MPEA negotiated salary schedule, or (b) salary adjustment per the MPVEA agreement.

Location (Please Circle One) **McB** **MCC** **Voc-Tech**

Faculty Member_____ **Date Submitted**_____

I request pre-approval for (or attach appropriate documentation)_____

_____

Location of Activity_____**Date(s) of Activity**_____

Please Mark One:

_____Earned credit from college or university

_____Field work or clinical experience

_____Participation in conference, seminar, or workshop

_____Travel experience related to instructional areas

_____Independent research and development activity

____ Volunteer (specify)_____

_____Other_____

Please Complete Estimated Hours

No. of Semester Credit Hours_____ or

No. of Contact (clock) Hours_____

NOTE: Requests should be approved or denied within one week of submission.

(Please Circle)

_____ Approved Denied _____
Division Coordinator Date

_____ Approved Denied _____
Dean Date

_____ Approved Denied _____
President's signature as required Date

Copy To: HRD (White), Campus (Canary), Employee (Pink)

MPCCA Form 0006

Mid-Plains Community College Area

Application/Authorization for Tuition and Fee Reimbursement

Name_____ Location: **McB MCC VT-nursing (no fees)**
(Please circle)

Course/s employee requests approval to take subject to reimbursement of tuition and mandatory fees.

COURSE NO.	COURSE TITLE	SEM. CRDT. HRS.	INSTITUTION

Please provide catalog or other institutional course description of above course/s here (or see attached).

Justification of course/s in relation to field of instruction/employment at MPCCA:

_____

_____

Estimated cost of the course(s):

TUITION: _____SEM. CREDIT HRS @ _____PER HR FOR THE AMT OF $_____

MANDATORY FEES: (list)_____ $_____

_____ $_____

TOTAL ESTIMATED COSTS: $_____

I request that the credit/s earned for the course/s above be applied to my placement on the salary schedule. _____YES* _____NO
If the response is "YES," you must complete MPCCA Form 0005

Signature of Applicant: _____ _____
(Date)

****

Reason for Recommendation_____

APPROVED: ____ _____ _____
(Campus Dean) (Date)

DENIED: ____

****

*Reason for Action*_____

APPROVED: ____ _____ _____
(MPCCA President) (Date)

DENIED: ____

Copy To: HRD (White), Purchasing (Canary), Campus (Pink), Employee (Gold enrod)

MPCCA Form 0007

Mid-Plains Community College Area

Application For Tuition Waiver of Classes

(MUST BE COMPLETED EACH SEMESTER)

Please Print Name:_____Social Security#_____

Please Check and Complete One of These Options:

( ) I am spouse/dependent child of _____ who is employed at the Area Office, McCook Comm. College, MPCC - Voc-Tech, or MPCC-McDonald-Belton *(please circle one)*

OR

( ) I am an MPCCA employee at the Area Office, McCook Comm. College, MPCC-Voc-Tech, MPCC-McDonald-Belton *(please circle one)*

I will be attending classes at McDonald-Belton Voc-Tech McCook Comm. College
Off Campus at _____
(Circle one of these locations (or more) if you are taking classes at multiple class sites.)

Today's Date_____ Semester of Enrollment_____

Pursuant to MPCCA Board Policy No. 4160, I apply for a Tuition Waiver for the following classes:

Course	Credit Hours	Tuition

Total Semester Credit Hours _____

Total Tuition Requested to be Waived $_____

Student's Signature_____

APPROVAL

By signing below, I affirm that the individual listed above has met all stated provisions of MPCCA Board Policy #4160.

Supervisor's Signature_____ Date_____

Appropriate Dean's Signature_____ Date_____

IN ORDER TO BE VALID, THIS FORM MUST BE COMPLETED AND SIGNED PRIOR TO ENROLLMENT.

Copy To: Campus (White), VRD (Canary), Dean of Administrative Services (Pink), Student (Goldenrod)

MPCCA Form 0008

MPCCA Release Time Request for Taking Classes
(Form for Classified Staff Only)

Name of Classified Staff Who Is Making Request:_____

If there is a conflict with normal working hours, classified staff must complete the following prior to registration:

Class	Days	Times

The above classified employee is authorized to take (maximum_____class hours/week), and has made arrangements to make up the time in class with an equivalent amount of work time.

_____	_____	_____	_____
Immediate Supervisor	(Date)	Appropriate Dean	(Date)

Copy To: Campus Admissions (White), Supervisor (Canary), HRD (Pink), Student (Goldenrod)

HRD Plan Implementation Time Line

Fall Semester 97

*In-service on Forms 0001 through 0008.

*Implement Forms At MPCCA - all locations and levels.

*Monitor Problems with Forms and Make Adjustments.

*HRD Subgroups on Faculty and Administrator/Classified Staff continue to meet and work on evaluation forms, connecting the evaluation process to the *MPCCA HRD Plan*.

*Move the forms from photo-copied version to NCR paper.

Spring Semester 98

*Continue to monitor progress and problems with HRD Forms.

*Secure MPCCA Board Approval of Administrative and Classified Staff evaluation forms.

*Implement Administrative and Classified Staff evaluation forms.

*Monitor progress of the Faculty Evaluation Group.

*By summer 1998, review the numbers of MPCCA employees who participated in some form of development activity.